



Unpaid Internship Opportunities at U.S. Embassy Dublin

The U.S. Embassy in Dublin is offering an exciting internship opportunity for current students and recent graduates of Irish universities to gain valuable business and workplace skills in the following sections:

1. PUBLIC AFFAIRS OFFICE

INTERNSHIP OVERVIEW:

As an intern in the fast paced Public Affairs Office, you will have the opportunity to work on large and small scale events in a variety of roles. You will assist with our vibrant and growing social media strategy as well as the compilation of daily press clips. In line with that, you will support the Public Affairs Office in drafting press releases for media distribution and be involved in filming, photographing and editing. Also, you will be involved in assisting with the Youth Council and Youth Outreach Program.

We can offer flexible hours depending on individual circumstances and university class schedules.

The unpaid internship will commence in February/March 2016 and continue through to May/June 2016.

ELIGIBILITY REQUIREMENTS:

- Must have residency and the legal right to work in the EU. **Please note** that this particular program is not intended for U.S. citizens.
- **Must be a recent graduate of an Irish university or a student currently working towards a master's or a recent graduate of a master's degree program at an Irish university.**
- Must be at least 18 years of age at the time the internship begins.
- Must be available to begin the internship in February/March 2016.
- Must be able to work 20 – 40 hours per week.
- Must have good communication and writing skills.
- Must have substantial computer skills with knowledge of MAC/PC.
- Must have the ability to work in a team.
- Must have social media management experience and / or video editing /graphic design skills.

LOCATION OF INTERNSHIPS:

Students will be offered the unpaid internship at the U.S. Embassy in Dublin, located in Ballsbridge.

TO APPLY:

Applications must include the following:

1. A copy of your current CV/resume, which should include a day-time telephone number, e-mail address and postal address.
2. One-page statement of interest, describing motivation for pursuing the **Public Affairs, U.S. Commercial Service (FSC) or the Executive Office** internship (*please specify the internship you are applying for*) at the Embassy; and
3. University transcripts documenting education.

Please ensure documents are in Microsoft Word and/or Adobe Acrobat PDF format. Applications received in formats other than those specified **will not** be accepted.

Please note that if your application package is incomplete, you will not be considered further for the unpaid internship.

Submitting your Application:

Application packages will be accepted by **email** to DublinHR@state.gov

or

By **post** to

Human Resources Office
U.S. Embassy
42 Elgin Road
Ballsbridge
Dublin 4

Hand delivered applications **will not** be accepted by the Embassy.

Please note that internships are unpaid and there are no benefits, compensation, nor any future employment rights attached.

Prior to commencement the successful applicants are required to receive a security clearance and medical certification.

Closing date for receipt of applications: **5pm on January 8, 2016**